



CITY OF FRANKLIN EVENT PERMIT APPLICATION

Application is Due 90 **Days Prior** to Scheduled Event. Please read application carefully and fully complete each section. A non-refundable application fee of \$100 is due at time of filing.

	Note: Filing this application does not guarantee that your request will be granted.				
	Please check all that apply:	street closure	□ parade		
	an tracappy.	☐ other special event	☐ beer served (separate permit required)		
Plea	ase supply the following	information. For additional spa	ce, use separate sheets of paper and attach to the application.		
1)	sure only, list major roads to be closed):				
	Aspen GroveFieldstone FalJim Warren Pa	ms Pinkerton	Park		
2)	Name/purpose of	event: Westhauen	Porch Fest Byron vony		
3)	Date or dates of e	vent: JUAC 15, 2	.013		
4)		4 pm - 10 pm			
5)	Time of Street Closure (if applicable): $2pm - 11pm$				
		6/15/13 2pm	Tear-down Date/Time: 6/15/13 10Pm		
	*Note: Two (2) hours will be responsible for payment o	e added before set-up time and two hour f Franklin Police Officers during this time	rs (2) will be added after tear-down to allow time for clean-up. Event is e. Read Additional Requirements section for more information.		
6)	Name of Applican	t and Organization Reques	ting Permit:		
	Westhan	ven Foundation			
	a) Address: 40	CheHenham Avi	e Franklin TN 37064		
			42-2948 d) Fax: 791-1374		
	e) E-mail address:	any. lawe sou	athernland.com		
7)		on day of event: Bets	· ·		
	Cell: 481-4	807 E-mail a	ddress: betsy. bergman @ southerland. com		



8)	i della dell	VKLIN JESSEE
	Name: Any Law Cell: 642-2948 E-mail address: any.lawesouth	ernland.can
	Name: Becky Timmons Cell: 308-0835 E-mail address: becky, timmons @	ta a -
9)	DETAILED description of event (use additional sheets): See affached	2M
10)	ENCLOSE A DETAILED MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. For large-scale events, map should be obtained from the City's GIS division.	
11)	An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:	***************************************
	1,500	
12)	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.	
13)	Is your organization based in Williamson County? Circle Yes or No	
	(if no, please state where:)	
14)	Is your organization authorized to do business in Tennessee? Circle Yes or No	
15)	Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.	
16)	Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor.	TO TO THE MANAGEMENT OF THE PROPERTY OF THE PR
17)	Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No	
18)	Is this event a fundraiser? Circle Yes of No. If yes, what organization will be benefactor of event? What percentage of funds will they receive?	
19)	Will parking in the area of the event need to be restricted or prohibited? Circle resor No.	



20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, FRANKLIN please skip to Question #22.

21)	For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
22)	What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
	Band
23)	During what time period is sound amplification requested? 4pm - 10pm
24)	If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Working on booking Son 6 member band (Altungtors or Wooten Brothers)
	Sand (FILTONGTOIS OF DOODFER BYOTHES)
25)	Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle (resolvate) If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured. ***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.
26)	What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets.
27)	Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28.
	Betsy Begnan is coordinating 615-481-4807
28)	Events under 200 participants require a \$250 refundable security deposit at the time of approval.

Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal. Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



29) *NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. Please read Additional Requirements section of this application for more information.

30)	Will you require a temporary water tap? Circle Yes or No If yes, please list exact locations:

- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or (i.e.) If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. Please read Additional Requirements section of this application for more information.
- 33) Attach Good Neighbor Letter and Mailing List used. Please read Additional Requirements section of this application for more information.

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar Risk Manager City of Franklin 109 Third Avenue South Franklin, Tennessee 37064 615.791.3277

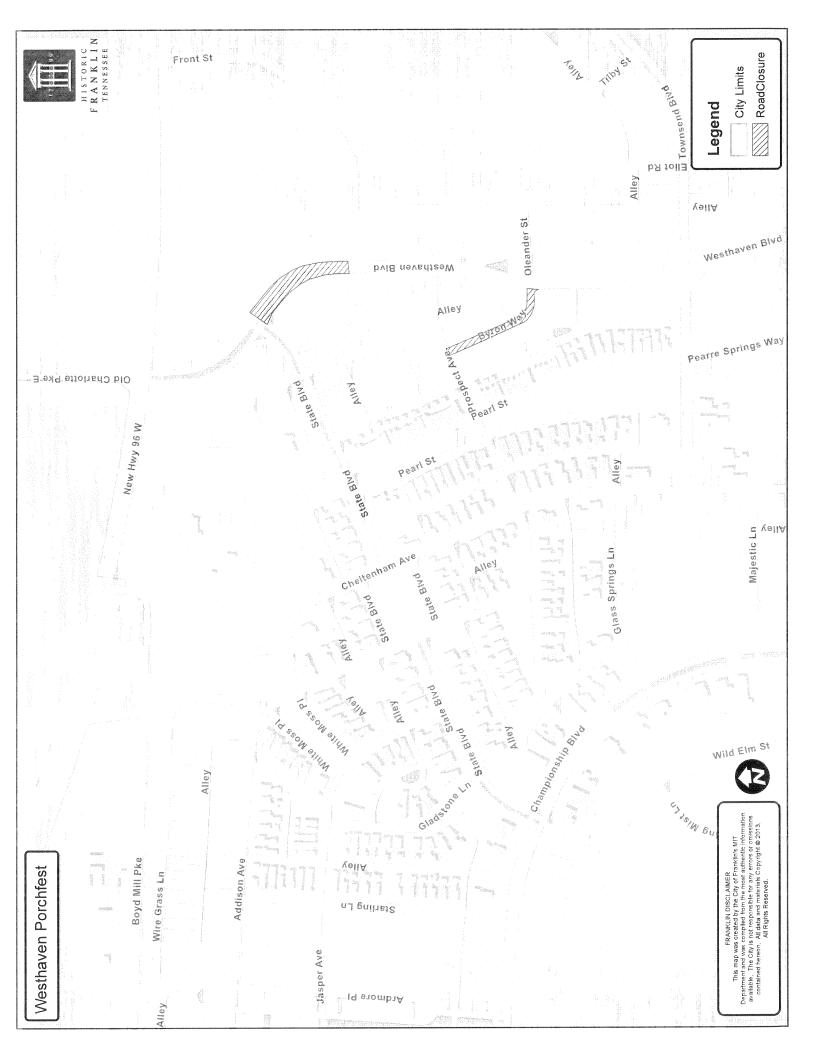
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- J/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: Mace The Date: 1/6/13 (Signature and title – must be officer of organization)	******
Approved by the Board of Mayor and Aldermen on, 20	Return application to:
Dr. Ken Moore, Mayor	City Hall 109 Third Ave South Franklin, TN 37065
Eric S. Stuckey, City Administrator	* 615-791-3217 * 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	* * * * * * * * * * * * * * * * * * *



Westhaven Porchfest Event Description

June 15, 2013

Porchfest is a grass-roots music festival that will take place in the Westhaven Community on June 15, 2013. The concept is very simple - find musicians to play, and find porches for them to play on. The inaugural event took place last year, with about 24 participating musicians and host homes. Bands, singers and instrumentalists from a wide variety musical genres participate in the festival for no other reason than to showcase their talents and engage the community. Residents volunteer their porches as a way to support the local music scene and interact with their neighbors.

In addition to music on the porches, there will also be live music and an art show in front of Westhaven Town Center.

At 6pm, music on the porches will end and attendees will gather at the lake in front of Westhaven Town Center for an evening concert. The music will end at 10pm.

The Westhaven Foundation is coordinating this event and is requesting that a small portion of Westhaven Boulevard be closed during this event to create a safer environment for attendees walking from the art show to the main stage by the lake. Traffic can easily be re-routed to the community via State Boulevard and Front Street.

The Westhaven Foundation Board Members

Mark McCutcheon- President of Westhaven Foundation 1900 Townsend Boulevard Franklin TN 37064 615-394-7782

Charlie Grimes- Vice President of Westhaven Foundation 310 Cheltenham Avenue Franklin TN 37064 615-218-1501

Matt Magallanes- Vice President of Westhaven Foundation 514 Ardmore Place Franklin TN 37064 (615) 483-7547

Dina Kraus- Secretary of Westhaven Foundation 118 Addison Avenue Franklin TN 37064 615-790-7946

John Fraser- Treasurer of Westhaven Foundation 1306 State Boulevard Franklin TN 37064 615-790-1866

Other Board Members

John Griffith Daniel Klatt Amy Law Doug Stacey Anne Waters Victor White



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

THE	WESTHAVEN	FOUNDATION, INC.
401	CHELTENHAN	1 AVE
FRAN	NKLIN TN 3	7064-8664
Lallal.		The state of the s

March 16, 2010

Account Type:

S&U EXEMPT

Account No.:

780286648

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE Febr	ruary 22, 2010	Reagan COMMISSIONER	Farr OF REVENUE	
TO BE COMPLETED BY	THE ORGANIZATION (please p	rint)		
TO: SUPPLIER'S NAME_			**	
ADDRESS				
CITY	STATE	ZIP	*** *** *** *** *** ** ** ** *	,
1		as an authorized ren	resentative of the organizat	ion named
above affirm that the purch I further affirm that the orga	ases made under this authority anization will not use this author	will be used and consumed b	y the organization or will be (jiven away.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER:

Draft of Good Neighbor Letter for Porchfest

(Insert Date)

Dear neighbor of Westhaven,

I wanted to let you know about an event called **Porchfest**, which is taking place in Westhaven on Saturday, June 15, 2013 from 4pm to 10pm. From 4pm until 7pm, bands will be playing throughout the neighborhood on various porches. Then, from 7pm until 10pm, we will have live music playing by the lake at Westhaven Town Center.

From 2pm until 10pm, a portion of Westhaven Boulevard (from State Boulevard to just before Front Street) and Byron Way will be closed to through traffic.

The entire event will end at 10pm. A cleanup crew will be hired to return the event areas back to their original condition that evening.

If you have any questions, please feel free to contact Amy Law at 615-791-6740.

Best regards-

Amy Law
Director of Community Management
Southern Land Company



February 7, 2013

Monique McCollough Community Relations Manager City of Franklin, Tennessee

Monique,

I am writing on behalf of the Westhaven Foundation. I have attached an Event Permit Application for an event, called Porchfest, that will take place in the Westhaven Community on June 15, 2013.

I have enclosed the required checks and all of the required documents except for the following (which I will provide as soon as I have them):

- o Certificate of Insurance for vendor providing stage for concert
- o List of vendors (medical, art, food, merchandise)
- Mailing list for good neighbor letter

I have hired a clean up crew through Southern Contracting.

We did a similar event last year and it went great. The only change this year is that we are requesting to temporarily close a portion of Westhaven Boulevard and Byron Way.

I hope all is well with you and that Leadership Franklin is going well. Please feel free to contact me with questions or if I can provide any additional information.

Sincerely,

Amy Law Director of Community Management at Westhaven Westhaven Foundation Board Member



MEMORANDUM

March 15, 2013

TO:

Board of Mayor and Aldermen

FROM:

Eric Stuckey, City Administrator Special Events Advisory Team

SUBJECT:

Westhaven Porchfest Event Application

Purpose

The purpose of this memo is to outline recommendations for the Westhaven Porchfest.

Background

The Westhaven Foundation has requested street closures for their Westhaven Porchfest event scheduled for June 15, 2013 from 4 p.m. until 6 p.m. This is the second year for the event but the first request for street closures. Residents volunteer their porches for bands, singers and instrumentalists from a wide variety of musical genres to perform. The event also includes live music, food trucks, and an art show. At 6 p.m., music on the porches will end and attendees will gather at the lake in front of the Westhaven Town Center for an evening concert.

For this year's event, the organizers are requesting the closure of a small section of Westhaven Blvd and Byron Way. Estimated attendance for the event is 1,500.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

• Risk Management:

o Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

O Applicant will hire two extra duty officers for the road closures during the event and one extra duty supervisor during the concert by the lake (due to the number of expected attendees)

Fire Department

Alleyways must remain accessible for emergency vehicles throughout the event.

• Solid Waste Department:

- o Department will provide at least 20 roll-out containers and recycling frames.
- o Applicant will provide volunteers for clean-up.